



## State of New Jersey

DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

JON S. CORZINE  
Governor

LUCILLE E. DAVY  
Commissioner

January 14, 2008

TO: District Superintendents  
Charter School Leaders

FROM: Susan Martz, Director  
Office of Educational Support Services

SUBJECT: School Administrator Procedures: Responding to Critical Incidents

**DEADLINE: Verification of Updates to LEA School Safety and Security Plans  
Due by February 25, 2008**

Attached please find a Verification Form that will allow districts to certify that they have updated their district's School Safety and Security Plan as per the Commissioner's memo dated October 22, 2007. In response to the Commissioner's memo, each district was required to review and update its school safety and security plans and procedures in conjunction with law enforcement officials to incorporate the recently disseminated *School Administrator Procedures: Responding to Critical Incidents*, which include the five new model school security procedures for bomb threats, active shooter response, lockdown, evacuations and public information.

Additionally N.J.A.C. 6A:16-5.1, requires district to provide in-service training to all employees to enable them to recognize and appropriately respond to safety and security concerns and brief employees in writing regarding any updates and changes to the school safety and security plan. With such significant changes to each district's safety and security plan, the department anticipates districts conducting training and/or written notification to district staff about any modification to ensure effective implementation during a crisis.

Again, we all must share the responsibility for maintaining safe and secure learning environments for our children. **Consequently, all public school districts and approved charter schools are required to submit one copy of their verification form to the department by February 25, 2008.** Verification Forms should be faxed to the following:

Anthony Bland, School Security Unit  
Office of Educational Support Services  
Fax: 609-633-9655  
Attention: School Safety and Security Plan Update:  
School Administrator Procedures

If you have any questions please contact Ms. Deborah Bleisnick or Ms. Deborah Dunne, safety and security specialist, at 609-292-5935, or e-mail [schoolsecurity@doe.state.nj.us](mailto:schoolsecurity@doe.state.nj.us). Chief School Administrators with specific security procedure questions can contact Anthony Bland, coordinator, at 609-633-2544 or e-mail [anthony.bland@doe.state.nj.us](mailto:anthony.bland@doe.state.nj.us).

SM/AB:S:\Security Unit\School Security Task Force\Policies\School Administrators\Verification Form\SAP Verification Memo 1.2008.doc

Attachment

c: Willa Spicer  
John Hart  
Senior Staff  
Barbara Gantwerk  
County Superintendents  
Susan Martz  
Anthony Bland  
LEE Group  
Garden State Coalition of Schools  
County Superintendents